

**CONFIDENTIAL**

26 May 1952

MEMORANDUM TO: DD/TR(G) and DD/TR(S)  
FROM : Director of Training  
SUBJECT : Personnel Requirements Fiscal Year 1953 and 1954

1. In anticipation of the Budget Revision for Fiscal Year 1953, and projection of funds required for Fiscal Year 1954, any change in personnel requirements should be submitted for approval immediately.


2. A thorough analysis should be made of the existing T/O and personnel ceiling in relation to:

a. Utilization of all personnel now on duty or in process.

b. Vacancies, and revision of individual position classification.

c. Increase or decrease of personnel requirements due to change in unit mission, workload, and new work projects.

3. These estimates should be received by the Administrative Officer, O/TR by 4 June 1952. 25X1A

  
MATTHEW BAIRD  
Director of Training

cc - All O/TR Staff and Division Chiefs

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director, TR (G)  
Attention: Mr. [REDACTED]  
FROM : Chief, Language Services Division  
SUBJECT: Table of Organization, LSD

DATE: 13 June 1952

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This memorandum is to confirm our conversation regarding the Table of Organization. It was requested that the following posts be added to the present TO:

1. One GS-14, Deputy Chief, Language Services Division

It is anticipated that during the coming fiscal year, Language Services Division will be called upon to perform services outside the Agency, either in this country or abroad. For this reason, it will be essential to insure the proper performance of these anticipated new duties as well as the efficient operation of the internal services to have a deputy to the Chief of the division.

2. Four GS-9 English language instructors

The possibility has been raised of having to take in hand for a year or two a program of special instruction in the English language, accompanied by some form of orientation on American life, for defectors abroad. In anticipation that this project will be carried out, the above four posts are requested. ?

3. One GS-6 laboratory assistant

If the Language Services Division is called upon to assume certain tasks outside the Agency, it will be necessary to provide for technical personnel to operate the audio-visual equipment. It is planned to use one of the technicians presently in the division to insure the proper operation of the equipment on the outside project. This would necessitate his replacement by a young, relatively unskilled laboratory assistant, who would be trained on the job.

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*Office Memorandum* **SECRET** UNITED STATES GOVERNMENT

TO : Deputy Director of Training **SECURITY INFORMATION**

FROM : Head, Intelligence School

SUBJECT: T/O of Intelligence School

DATE: 27 May 1952

1. Attached is a proposed T/O for the Intelligence School. This T/O is based on the premise that the program of the School will be considerably expanded during the coming fiscal year as recommended by the report of the Working Group on Trainees and approved by the Career Service Committee. Exact figures concerning the number of new employees to be trained are not available, but 400 to 500 per annum appears to be a reasonable estimate. The proposed T/O would enable the School staff to give six courses annually on a bi-monthly cycle and to continue to provide a limited amount of lecture support to OTS and UCT/A.

2. The proposed T/O includes the following additional positions:

- a. Two Training Instructors, GS-14
- b. One Training Instructor, GS-13
- c. One Instructional Assistant, GS-9
- d. One Clerk (Steno), GS-5

3. The additional training instructors will be required to give the lectures, conduct the discussion periods, and to supervise the trainee projects which form the content of the School course. It is considered important that some of the training be given to groups no larger than 25 to 35 persons and that trainee participation be stressed throughout the course. Moreover, the short intervals between courses will necessitate sufficient instructional personnel to allow for leaves, illness, and other absences. The grades recommended are needed in order to obtain instructors of the required experience and maturity. Under the general direction of the instructional staff, the instructional assistant will select and organize lecture materials and intelligence documents for student problems, scan publications for new and pertinent material, check charts, maps, and examination papers, and in other ways help the training instructors. The clerk (steno) will be needed to assist the secretary (steno) who serves as the School's administrative assistant. The considerable increase in the number of trainees and the briefer intervals between courses will require much more record-keeping, and the augmented instructional staff will need additional stenographic and typing services.

4. In case the present BOC is merged with the School's program, the number of trainees passing through the School may be substantially increased. It is understood that the BOC groups have recently ranged from 80 to 120 trainees monthly. These numbers may be exceptional, but it can be expected

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that the transfer of common instruction from BOC to the Intelligence School will considerably ~~SECURITY INFORMATION~~ reduce the load of the latter.

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OTR/HMS:eb (27 May 1952)

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)


DATE: 11 June 1952

FROM : Chief, Orientation &amp; Briefing Division

SUBJECT: Personnel Requirements of Orientation & Briefing  
Division for Fiscal Year 1953-54REFERENCE: Memorandum 26 May 1952 from Director of Training  
to DD/TR(G) and DD/TR(S)

1. Above reference requested that revisions in the Table of Organization for Fiscal Year 1953 be submitted by 4 June 1952. Informal discussions brought to your attention our feeling that the present T/O will be sufficient to carry present and anticipated work loads in the Orientation and Indoctrination field. However, further discussions have brought out the fact that we are carrying on with somewhat of a "shoestring" organization with no satisfactory leeway to cover contingencies of travel, illness, or other such pressures which may keep the present personnel out of the office for a considerable period of time. Because of the recurring features of this work which cannot be postponed, it is therefore requested that consideration be given to an increase in the Table of Organization to include two additional positions, one at GS-13, to be filled by a person who would be an alter-ego of the Chief of this Division and be of sufficiently high organization calibre to represent the Director of Central Intelligence, the Director of Training, and the Agency in general at the important educational institutions which are normally on the schedule of the Chief, Orientation and Briefing Division. Secondly, since the work of this office is very personal in nature in the development and elucidation of ideas, such a person would have need for a secretary of GS-6 calibre.

2. We, accordingly, request that the T/O of this Division be increased to include the two positions, GS-13 and GS-6, noted above.

  
Chief, Orientation & Briefing Division

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MEMORANDUM FOR:

10 June 1952

FROM:

SUBJECT:

Justification for TO Expansion in Clerical Training Branch

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1. Until 19 May 1952, Clerical Training in the Agency was concerned chiefly with refresher courses at Alcott Hall and an advisement program to Personnel, operating the [REDACTED]. 25X1A

2. As of 19 May, however, Training is responsible for the two-week training block required of all clerical employees and based on minimum requirements set up for the Agency.

3. There is also in the mill a plan for required clerical orientation for all cleared clerical employees before they report to their jobs.

4. All justifications for new TO slots are based on this expansion of our program and on the anticipated large numbers of people entering during the coming months. 25X9

[REDACTED]  
[REDACTED] responsible for teaching two or three classes, but her main responsibilities would be supervision of that program, attention to administrative details, correlation with other clerical training programs, and close working with the Personnel Pool at [REDACTED]. The three 25X1A GS-7's are Training Instructors, responsible for teaching the classes, keeping records, and assisting in program changes as needed. The GS-5 is a Clerk-Steno, clerical support for the entire program.

b. The Clerical Refresher slots remain as they now are, a GS-9 with the same teaching and administrative responsibility as the GS-9 in (a) above, and a GS-7 Clerical Training Instructor.

c. The proposed Orientation program would require at least two new instructors, one at a GS-7 level to instruct and lecture and one at a GS-9 to assist with the instructing, to supervise that program, and to act as assistant to the Chief of the Clerical Training Branch. In the last capacity, this person would need to make contacts throughout the Agency in order to check on the efficacy of the orientation and to make improvements as needed. As this program expands and this person can less and less be responsible for the actual instruction in the orientation, it is anticipated that we will need another GS-7 or 9 to do the instructing and lecturing.

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d. Since it is hoped that the Orientation and Refresher courses will be held in the same general location, it is proposed that one GS-5 Clerk-Steno will be adequate clerical support for both programs.

e. In view of the number of programs now under the supervision of the Chief of the Clerical Training Branch, it is proposed that the GS-11 slot for this position be reclassified to a 13 (and called a Training Administrator.)

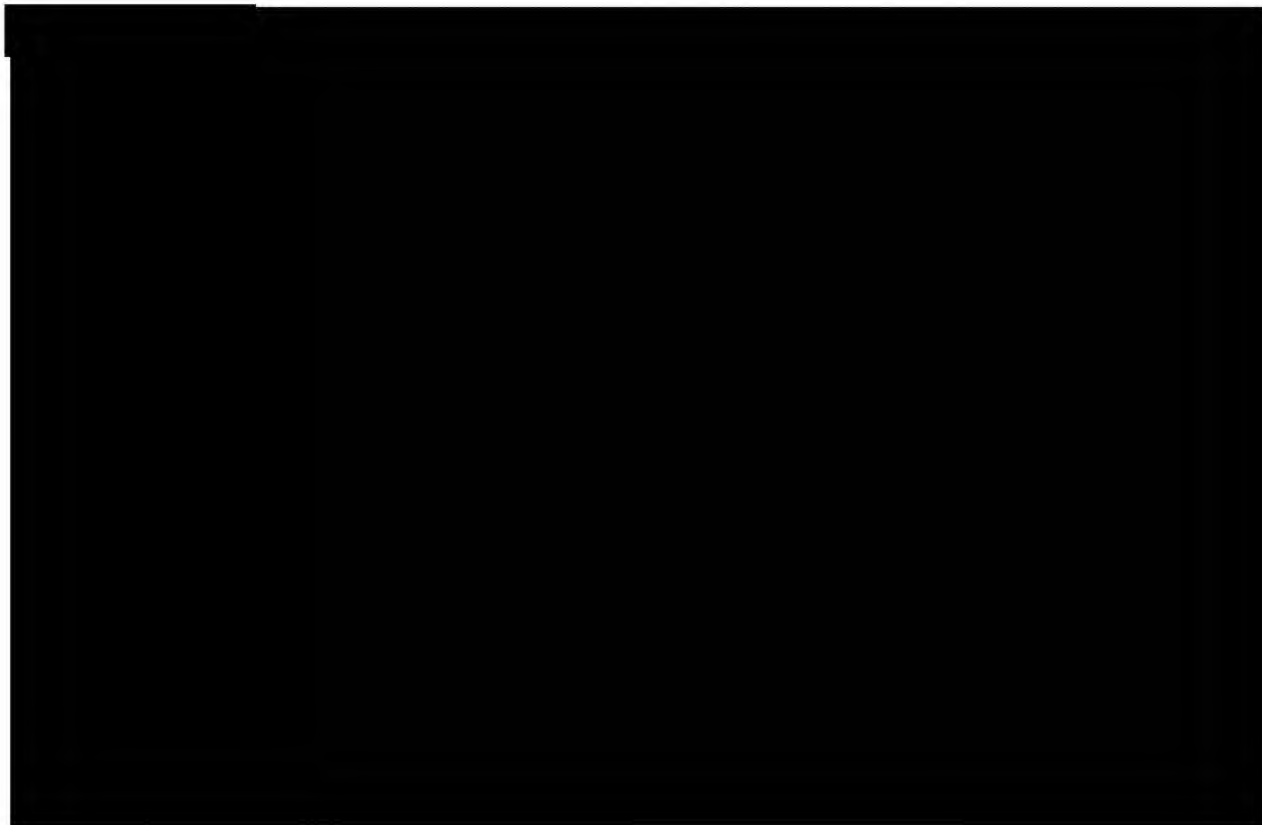
5. The two TO's are listed below for the sake of clarity.

Present

Proposed

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25X1A



\* New

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5 June 1952

MEMORANDUM FOR: Administrative Officer, O/TR  
FROM : Acting Chief, External Training Programs Staff  
SUBJECT : Proposed revision of Personnel Requirements  
Fiscal Year 1953 and 1954.  
REFERENCE : Memorandum of 26 May 1952 from Director of Training

1. The following changes in T/O are furnished in compliance  
with above references.

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2. The reorganization of the activities of the External Programs Staff tentatively contemplates expansion into two divisions.

- a. The Educational, Military, and Industrial Training Division <sup>PROGRAMS</sup>

OBJECTIVES: Through the Deputy Director of Training (General)

1. to continue to promote, in cooperation with various Offices and Divisions, the programs already put into effect by External Programs Staff. Specifically these functions will be performed under the following headings:

- a. Educational, which involves training in Universities and certain specialized or technical Schools, the Summer Area Programs, and the proposed refresher courses to be given in Washington by outstanding authorities.

- b. Military, which involves liaison with the Armed Services to provide armed service training specifically planned for personnel designated for Agency employment and to arrange for Agency employees to be students at Department of Defense Schools. It also involves continuing liaison with employees undergoing armed forces training.
  - c. Industrial, which when implemented, will involve training for employees at industrial schools or with industrial organizations.
2. In addition, the Division will continue to cooperate
- a. in interviewing and selecting personnel for the Professional Training Program,
  - b. in the development of the University Liaison and Consultant Contact Program,
  - c. in the placement of professional trainees who have graduated from the CIA Intelligence School or completed training with the armed forces,
  - d. in planning for the overt and semi-covert training needs of the Agency.

For the time being Dr. [REDACTED] will act as supervisor of 25X4A above activities.

It is planned that the individual performing the duties of Division Chief will initially fill the slot of Educational Training Officer.

It is not expected that the slot for Industrial Training Officer will be filled in the near future.

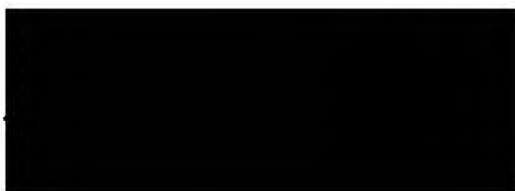
P. T.  
b. Long Term Specialized Training Division

OBJECTIVES: Through the Deputy Director of Training (General)

- 1. to cooperate with the proposed Advisory Committee
  - a. in determining future Agency requirements for highly specialized personnel, and
  - b. in setting up a program to provide, over a period of years, for some of these specialists;

2. to establish with the cooperation of each of the various Offices, through their Training Liaison Officers, the content of programs of specialized training that would meet the projected requirements;
3. to discover personnel best fitted to serve these purposes in cooperation with the Training Liaison Officers, with the Personnel Procurement Division, and with the Chief, Educational, Military, Industrial Division, Office of Training;
4. by maintaining contact with each case, to cooperate with the Advisory Committee and Office concerned in assessing the progress of all trainees in this Program and in screening undesirables.

JUSTIFICATION: The work involved in the establishment of a new division with objectives as stated above will require a Division Chief and a Secretary-Assistant. 26X1A



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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Staff and Division Chiefs, O/TR(G)

FROM : Deputy Director of Training (General)

SUBJECT: Table of Organization, O/TR(G)

DATE: 22 May 1952

1. At our staff meeting this morning Dr. [REDACTED] pointed out the need of each Staff and Division Chief for his current T/O status. 25X1A

2. Copy of the T/O for your division/staff is furnished herewith.

3. As soon as you are prepared, I should like to talk to you individually on your needs for revision of your T/O in order that we may wrap up a single package for the Office.

[REDACTED] 25X1A

Attachment

Distribution:1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
1 - [REDACTED]  
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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 7 February 1952

FROM : Deputy Director of Training (General)

SUBJECT: Personnel Ceilings

REFERENCE: Memorandum dated 5 February from Acting Deputy Director  
(Administration) to Director of Training, subject as above

1. Confirming agreement reached at conference this date, I shall plan to operate the Office of Training (General) within the limits of the current table of allowances, total seventy-three positions.

2. No internal ceiling adjustments will be necessary in Office of Training (General).

3. This plan of operation is based on the assumption that the current military allocation of [REDACTED] is in addition to the [REDACTED] authorized by the current table of allowances.

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